

## INcite FAQ's

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### ***Entering SR16s***

#### **Is the web application case sensitive?**

No. It accepts text entry in upper and/or lower case. Text appears on the printed SR16 exactly as it is entered.

#### **What do we indicate as the abstract type for dismissals?**

Ticket Substitute.

#### **Is UTT a required field?**

Yes, but a value such as "none" or "unknown" can be entered.

#### **What do we use for DL number if the charge is operating without a license?**

The Drivers License Number is not a required field, but at a minimum, please include Name, Address and Date of Birth information.

#### **How do we tell if the License Type is CDL if it is not indicated on the UTT?**

We can only use best judgment. Offense type and vehicle type may be helpful.

#### **Can we simply enter the IC Code instead of choosing it from the list?**

No. The IC Code currently must be selected from the drop-down list.

#### **Can the web application allow us to type over a case number instead of deleting it first?**

No, but if we tab to it, the entire field is selected. Then we can simply enter the case number, replacing the "placeholder" information.

#### **Do we enter the arresting officer's name or badge number?**

Either is acceptable. This is not a required field.

#### **How do we account for the judge's (or clerk's) signature? Will it still be required?**

The BMV accepts an electronic signature (typed name).

### ***Using the INcite Application***

#### **How long will records be saved in the system/on the web server?**

Indefinitely.

#### **Can we use the existing SR16 upon payment (or dismissal) of an FTA or FTP?**

Yes! Editing the existing SR16 saves time entering data and will leave saved both the FTA/FTP and the corresponding reopen/payment SR16s.

## **INcite FAQ's**

**Can we perform a "quick save" or extend the time out on the application to prevent losing data if interrupted?**

Not yet; this is a requested enhancement.

**Can we use the beginning and ending dates for search parameters to see how many SR16s we sent?**

Yes, that returns the total number certified within the date range.

**Is there a way to see when (date &/or time) SR16 was sent?**

Not yet; this is a requested enhancement.

**What happens to SR16s that we delete too late (after they have been sent to BMV)?**

They will remain on file as a record of that transaction. An Amendment SR16 may be sent via hard copy later to correct any errors. Sending amendment SR16s through INCite is a requested enhancement.

**Will there be SR17 and Probable Cause modules for this web application?**

Yes, these will be added in future release(s).

### ***BMV Questions***

**Will we receive a report back from the BMV like CATS courts currently do? How will they be sent?**

Yes. The court may choose to have them faxed or mailed.

**How soon will the SR16 information reach the individual's driving record (for BMV's access)?**

If the SR16 is submitted to INCite before 4:20 PM, the BMV will process the information later the same day. It will appear on the driving record the following date if the SR16 was not rejected or kicked out (printed) at the BMV to be manually processed. Check the Activity Report for codes J or Y.

**Is there a special number we can use to contact the BMV?**

Help Desk numbers: (317) 233-1723 or (317) 233-1762.

### ***Miscellaneous***

**Can a CDL holder lose his/her license if the offense was actually in a passenger vehicle?**

Currently, yes, although that was not the intent. This will likely be changed.

**What does Nolle Proscui mean?**

"Not prosecuted"